

# **OURRS User Manual**

Students

Ver. Date: August 25, 2004

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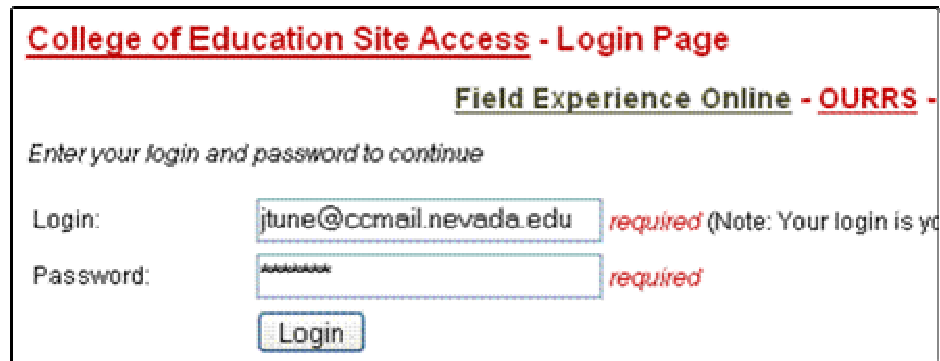
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# Getting Started: Login and Password

## To Log In



**College of Education Site Access - Login Page**

**Field Experience Online - OURRS -**

Enter your login and password to continue

Login:  *required* (Note: Your login is yc

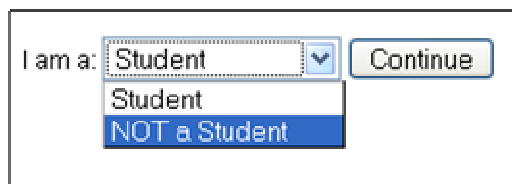
Password:  *required*

Go to <http://education.nevada.edu/ourrs/>, enter your Login and Password in the appropriate fields, and click Login.

If you have used OURRS or Field Experience Online during a previous semester, just enter the same login/password originally assigned to you.

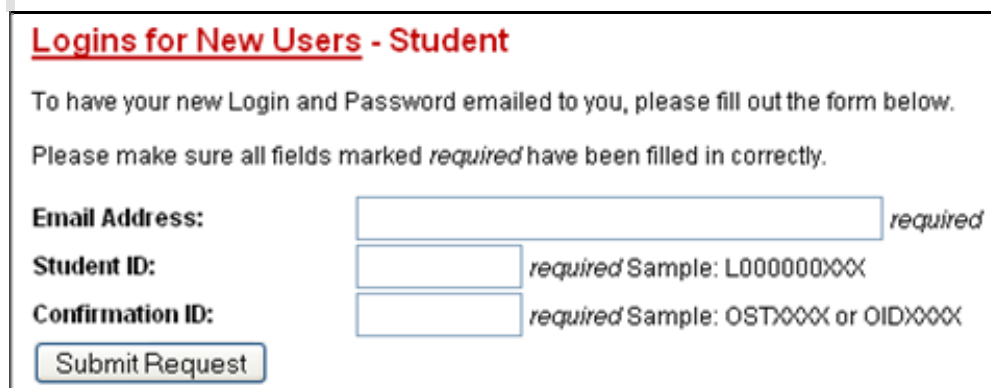
## To obtain a New Login and Password

If you have never used OURRS or Field Experiences Online, go to <http://education.nevada.edu/ourrs/> and click "Don't have a Login yet? Click here".



I am a:

Select "Student" on the drop-down menu and click Continue.



**Logins for New Users - Student**

To have your new Login and Password emailed to you, please fill out the form below.

Please make sure all fields marked *required* have been filled in correctly.

Email Address:  *required*

Student ID:  *required* Sample: L000000XXX

Confirmation ID:  *required* Sample: OSTXXX or OIDXXX

You will need to enter

- a valid email address
- A Student ID
- Confirmation ID

Click **Submit Request** and a new login and password will be emailed to you.

### Where can I find my Student ID?

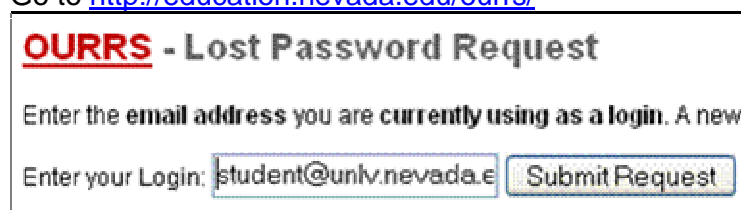
Student ID numbers can be found on your Rebel ID card or by logging into online registration. Numbers are 10 digits and begin with L (Ex: L000XXXXXX)

### Where can I find my Confirmation ID?

Confirmation Numbers are available 1-2 weeks after the first day of classes and are given to you by your course instructor. You cannot obtain your Confirmation ID via email from the site administrator.

## **Forgotten/Lost Password**

Go to <http://education.nevada.edu/ourrs/>



**OURRS - Lost Password Request**

Enter the **email address** you are currently using as a login. A new

Enter your Login:  **Submit Request**

Click "Forgotten your password? Click here"

and enter your LOGIN. Click **Submit Request**. Your new password will be emailed to you.

## **Changing your Login/Email Address**

If you have a new email address and wish to change your login, do the following



Enter your Password:  required

Enter your new Email:  required

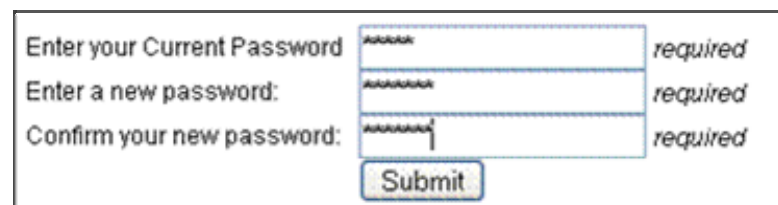
Confirm your Email:  required

**Submit**

- Log into OURRS
- Select **Account Information** from the menu
- Click "Click here to change your password"
- Enter your current password
- Enter your new email, then enter it again to confirm
- Click **Submit**

## **Changing your Password**

If you have a new email address and wish to change your password, do the following



Enter your Current Password:  required

Enter a new password:  required

Confirm your new password:  required

**Submit**

- Log into OURRS
- Select **Account Information** from the menu
- Click “Click here to change your password”
- Enter your current password, then your new password twice
- Click **Submit**

## Summaries

Summaries are submitted for credit through the OURRS system.

### Add Summary

Reference ID	Courses	Author	Cr.	
<b>CML Ref #3481737493920</b>				
Relevance of Essays	EPY 303	Smith, J.P.	2	<a href="#">Submit Summary</a>

To add a summary, select **Summaries** from the main menu. At the bottom of the page, you will see a list of available articles. Click [Start Summary](#).

Summary Details	
Course:	EPY 303 Sec. 006
Article Title:	Relevance of Essays
<input type="button" value="Add New Summary"/>	
<input type="button" value="Cancel Add"/>	

On the next page, you will be prompted to confirm your selected article and course. If you are enrolled in both EPY 451 AND EPY 303, and the article is for both courses, you will have the option to select which course you wish to apply credits to. To continue, click **Add New Summary**.

### Remove Summary

On the **Summaries** page next to the summary you wish to remove, click [Delete](#). On the next page you will see a brief description of the summary. To delete the summary, click **Redo**. To cancel, click **Cancel**.

### Edit Summary

If you are not already on the Edit Summary page, select **Summaries** from the main menu, then click [Edit](#) next to the summary you wish to modify. You will see a brief description of the article you have chosen to submit a summary for. Below it, you will see several questions and a button under each question that says **Edit Answer**. Click **Edit Answer** below the question you wish to answer.

Phone:	<i>not listed</i>
Course:	EPY 303 Sec. 006
Article Title:	Relevance of Essays
What did the researcher(s) want to find out? State the hypothesis:	
<i>No Answer</i>	
<input type="button" value="Edit Answer"/>	

This will take you to a page where a large text box is available to enter your answer. Paste your

answer into the textbox and click [Update Answer](#). Your changes will appear in the area above the text box.

Question

What did the researcher(s) want to find out? State the hypothesis/hypotheses or predictions.  
The participants were 12 college students, who received partial course credit for their participation. They apparen  
experiment 1, the participants were given a pretest to test their fluency in Spanish. Experiment 2, removed all of th  
known. The participants then studied and were tested on word pairs that were presented at the rate of one pair at  
the opposite for the second half of the test.

The participants were 12 college students, who received  
partial course credit for their participation. They  
from the test that were already known. The participants then  
studied and were tested on word pairs that were presented at

Update Answer

When finished, click the Click Here When Finished button, and it will return you to the previous page. Repeat the above steps for each question of your summary

### About the Fields

The text box accepts plain text only. You should write and edit your Summary in Notepad, Microsoft Word, or other text program, then paste it into the form field when you finish. Please note all special fonts, colors, and formatting will be lost.

### If your form does not submit

You may have submitted too much text. Shorten your answer and submit it again. Individual answers should not be more than 1000 characters long (approximately 175 words).

### *Print Summary*

On the **Summaries** page next to the summary you wish to remove, click [View/Print](#). On the top of the next page, click [Print this page](#). A window will pop up. Click the printer icon to print, or select File->Print from the window menu.

### *Viewing your Summary Credits*

On the **Summaries** page, select "Reviewed Summaries" from the drop down menu, and click [View Summaries](#). Next to the summary you wish to view, click [View/Print](#).

Credits	
Status:	Not Reviewed
Credits:	0

At the bottom of the page is a box that contains your credits and summary status. Please consult the table below for an explanation of Summary Status.

### [Submit your Summary for Credit](#)

Once you are finish with your summary and ready for the EPY Coordinator to grade your summary, you must click [Submit For Credit](#)

Status	Description
--------	-------------

Not Reviewed	Summary has not been reviewed yet, you can still edit this summary
Reviewed/Accepted	Summary has been reviewed and accepted. Your credits should be assigned accordingly
Reviewed/Not Accepted	Summary has been reviewed and rejected. You will receive no credits.
Saved AND Submit for Credit	Summary has been submitted to EPY Coordinator for credit. You can not edit or delete this summary. Please email EPY Coordinator <a href="mailto:epyrr@unlv.nevada.edu">epyrr@unlv.nevada.edu</a> for any question regarding submitted summary.



## Participate

Upcoming Studies				
Some Project				
Contact				
Study #1		<input type="button" value="Cancel Participation"/>		
Available Credits	3			
Description	Not Available			
Sessions				
Date	Start	End	Location	Type
Tuesday, August 31, 2004	TBA	TBA	TBA	First Group Session

Select **Participate** from the menu. In this area of OURRS you can sign up for a study, cancel your participation, and view credits for past participation

### Upcoming Studies

If you have any upcoming studies, they will be listed here until the day after the first session. After this point, they will be listed under Past & Completed Studies.

### Participate in a Study

Study #1	<input type="button" value="Sign Up for this Study"/>	
Available Credits	3	
Description	Not Available	
Sessions		
Date	Start	End
Tuesday, August 31, 2004	TBA	TBA

Click the **Sign Up for a Study** button.

On the next page a list of all available Studies sorted by Project will appear.

To sign up for a study, click **Sign Up for This Study**.

Then confirm your selection of the study in the sign up for a study confirmation screen (the confirmation page will display automatically after you sign up for a study and will wait for your confirmation). The page will reload and you will see a message informing you your sign up was successful. Because you are only allowed to participate in each Project once, you will notice all other studies for that Project are no longer listed.

### Cancel Participation

Next to your upcoming studies, you will see a button that says **Cancel Participation**. If you wish to cancel your participation, click the button. On the next page you will see a brief description of the study and two buttons. To cancel your participation, click **Cancel Participation**. If you do not wish to do this, click **Do NOT Cancel Participation**.

Study participation can be cancelled until two days before the first session. If you need to cancel your participation after this date, please send your name, study title, and date you wish to cancel to [epyrr@unlv.nevada.edu](mailto:epyrr@unlv.nevada.edu).

## *Past & Completed Studies*

Click **View Past & Completed Studies** to see any studies that have occurred previously. You will see a list of all your past studies, Attendance status, and at the bottom a total of your credits for the semester.

## **OURRS Help**

### *Viewing the manual*

You can view the OURRS Manual online at <http://education.nevada.edu/ourrs/help/>, or from inside the system, you can click **Help**. The manual is available in Adobe Acrobat PDF, or you can view the online version

### *Correction Requests*

If you need a change or correction made, you should fill out a correction request. From the **Help** page, click the [Correction Request](#) link. On the next page you will see a form. Fill out all required fields and click Submit.

### *Additional Help*

Please send all questions and concerns regarding OURRS to [epyrr@unlv.nevada.edu](mailto:epyrr@unlv.nevada.edu).